



Lot Split (Minor Subdivision) Request Instructions

- **Please read all the information below** because the following is required before the Logan County Health District (LCHD) can review any lot split request.
 1. **A completed and signed lot split request form with the \$100 review fee for each proposed buildable lot less than 5 acres.**
 2. **A detailed and scaled site drawing of the property includes:** the acreage of the proposed lot, any existing physical structures, underground utilities, topographic features, ponds, existing sewage treatment system (STS) and replacement area, well or water source, water bodies, easements, utilities, proposed property lines, driveway, drainage lines for foundation and/or sump pumps, site conditions including vegetation, drainage features, and any other information necessary. Isolation distances for replacement STS shall be no less than:
 - 10 (ten) feet** from utility service line, roadway, road surface, driveway, or other hardscapes, property line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and gray water recycling systems.
 - 50 (fifty) feet** from any surface water impoundment, lake, river, wetland, perennial stream and road cut-banks, water supply source (well, pond, etc.), and vertical open and closed loop geothermal heating and/or cooling system.
 3. **Stake or mark locations of the proposed lot corners/property lines on the site.**
 4. **Schedule a soil evaluation with a qualified soil evaluator. The soil evaluation must be in accordance with Ohio Administrative Code (OAC) 3701-29.**

Soil evaluators may also provide a design for the construction of a new, replacement or repaired private sewage system. If only submitting soils information, then sufficient information must be received from the soil evaluator to the LCHD to be able to determine the type and size of private sewage system to meet any existing or proposed structure's expected daily volume of wastewater (a per bedroom volume is acceptable for a residential building lot). 1,000 gallons per day is the maximum daily limit per system and all of the sewage must be able to be treated on the property. A list of approved soil evaluators can be found at: <https://odh.ohio.gov/know-our-programs/sewage-treatment-systems/resources-and-education/res-se-oac3701-29-07a5>.
 5. **Provide a copy of the permanent recorded legal easement or a copy of the recorded property deed if any portion of the STS including any necessary drainage outlet that will not be located on the new lot. Easements are required for all off-lot discharges to the point where they outlet to daylight or into flowing water.**
 6. **Provide the plat to the LCHD to be signed by an Environmental Health Specialist.**



Lot Split (Minor Subdivision) Request Application

Property Owner Name: _____

Phone: _____ Email: _____

Property Address: _____ Township: _____

Parcel ID Number: _____

Number of Lots being split from this Parcel: _____

Lot Identifier(s) to distinguish between lots: _____

(Ex: Lot 1, Lot 2, Lot A, Lot B)

Applicant Name (if different from owner): _____

Applicant Address: _____

Phone: _____ Email: _____

For each lot the Logan County Health District (LCHD) requires a soil evaluation to be conducted. Each lot must meet the requirements of OAC 3701-29. Only plats meeting the requirements in OAC 3701-29 will be approved by the LCHD Environmental Health Division staff.

Signature of Applicant

Date

Office Use Only			
_____/_____ Received Date/Initials	Paid Date _____	Receipt # _____	
Site Eval Date _____	Soil Eval Received Date _____	Plat Received Date _____	
Lot Split Request Result: ___ Approved ___ Disapproved ___ Pending		Comments: _____	
_____ LCHD Reviewer Signature		_____ Date	